

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 3264

TITLE: SENIOR CENTER ASSISTANT

GRADE: S-14

DEFINITION:

Under supervision, to assist in the development, coordination and implementation of varied recreation and community service programs for County residents aged 55 and older; to assist in the operation of a senior center; and to do related work as required.

TYPICAL TASKS:

Assists in the planning, coordination, organization, and promotion of scheduled activities of a senior center;

Contacts and arranges for speakers to deliver programs;

Plans field trips to historical sites, parks and other points of interest;

Purchases supplies and directs recreational activities;

Contacts health professionals to arrange for special health-related activities such as: blood pressure clinics, nutrition counseling, glaucoma clinics, hearing clinics, and vision and eyesight screening;

Schedules, reserves, and picks up video materials from various sources and directs programs using such resources;

Provides telephone reassurance and/or referral to County residents;

Assists with providing a liaison between County agencies and residents;

Assists with the client case management of senior participants;

Assists in the training and supervision of volunteers and auxiliary staff;

Assists in the development of daily transportation schedules;

Greets and registers incoming senior adults;

Assists in the preparation of rooms for scheduled activities;

Assists in monitoring dietary/nutrition requirements as specified by physicians or dieticians;

Assists with record keeping; prepares and deposits funds weekly.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the needs and problems of senior adults;

Ability to assist in the development and implementation of appropriate recreational activities;

Ability to establish and maintain effective working relationships with clients and volunteers.

EMPLOYMENT STANDARDS:

Any combination of education and experience equivalent to graduation from high school or possession of a G.E.D. issued by a state department of education, plus two years of experience working with senior adults and/or planning and organizing group recreational activities, preferably supplemented by college level courses in recreation, gerontology, psychology, social work or a related field.

ESTABLISHED: January 22, 1990

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